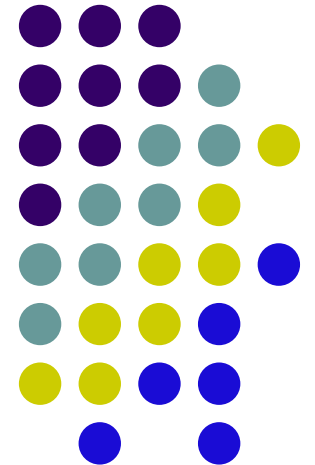
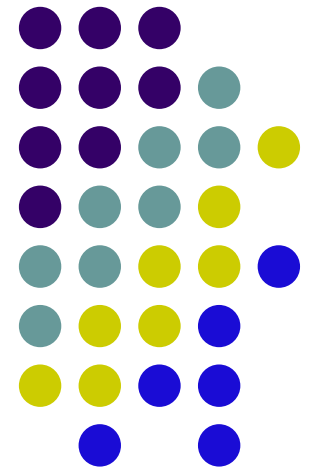
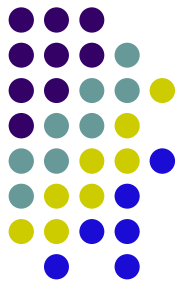


Michigan/1 Migration



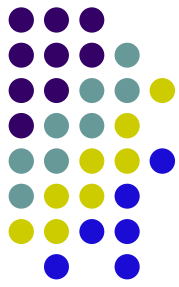
Preparing for Michigan/1 Migration





What does M/1 Mean to You

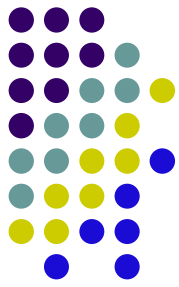
- Login from anywhere on the State of Michigan (SOM) domain.
- More secure environment
- Consolidated Anti-Virus management.
- Remote workstations and laptop management by DIT



What Will Change?

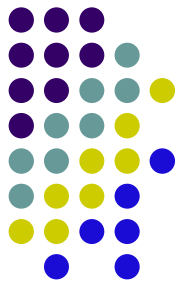
- Automated Password Protected Screen Saver
- NO MORE GAMES!
- Shift from GroupWise to Outlook for E-Mail
- Loss of admin rights to add or remove software

Things to do Before Migration



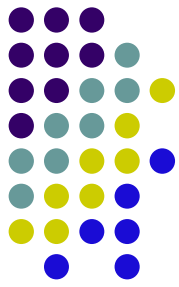
- Make a screen print of your desktop, mapped drives and printers.
- Print your e-mail groups
- Delete all unnecessary files and e-mails in GroupWise.
- Empty your Recycle Bin and delete all unnecessary files from all other sources.
- Read through the *Preparing for M/1 Migration document*.
- **ONLY** your primary location computer will be migrated.
- **Transfer your files to your network drive.**

Things to do on Migration day

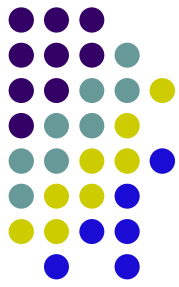


- Schedule one to two hours for DIT to complete the setup of your new machine.
- Before DIT Tech leaves, verify that all of your peripheral devices (for example printers) are working properly.
- Also verify that you can navigate to all of the new mapped network drives, VPN works properly, and that you can print to your local printer.

Things to do after Migration



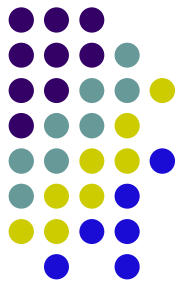
- Verify that you are able to open e-mail and attachments, and access Archives.
- Verify that all of your day-to-day business applications are working properly.
- Re-verify that you can navigate to all of the new mapped network drives, VPN works properly, and that you can print to your local printer.
- Verify that your favorites/bookmarks have been restored.



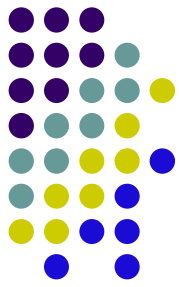
M/1 ADOPT Support

- Help Documents:
 - Preparing for M/1 Migration
 - M/1 Adopt and You, FAQ's
 - Migration to Outlook Manual
 - Outlook Quick Reference Guide
- DIT Phone support – 517-241-9700
or 800-968-2644.
- E-mail support
 - Brian Waters – watersb1@michigan.gov
 - Joe Billig – billigj@michigan.gov

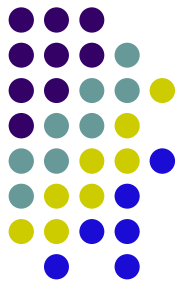
**Questions? “Raise your hand”
or type question in chat box.**



Moving Files to a Network Location



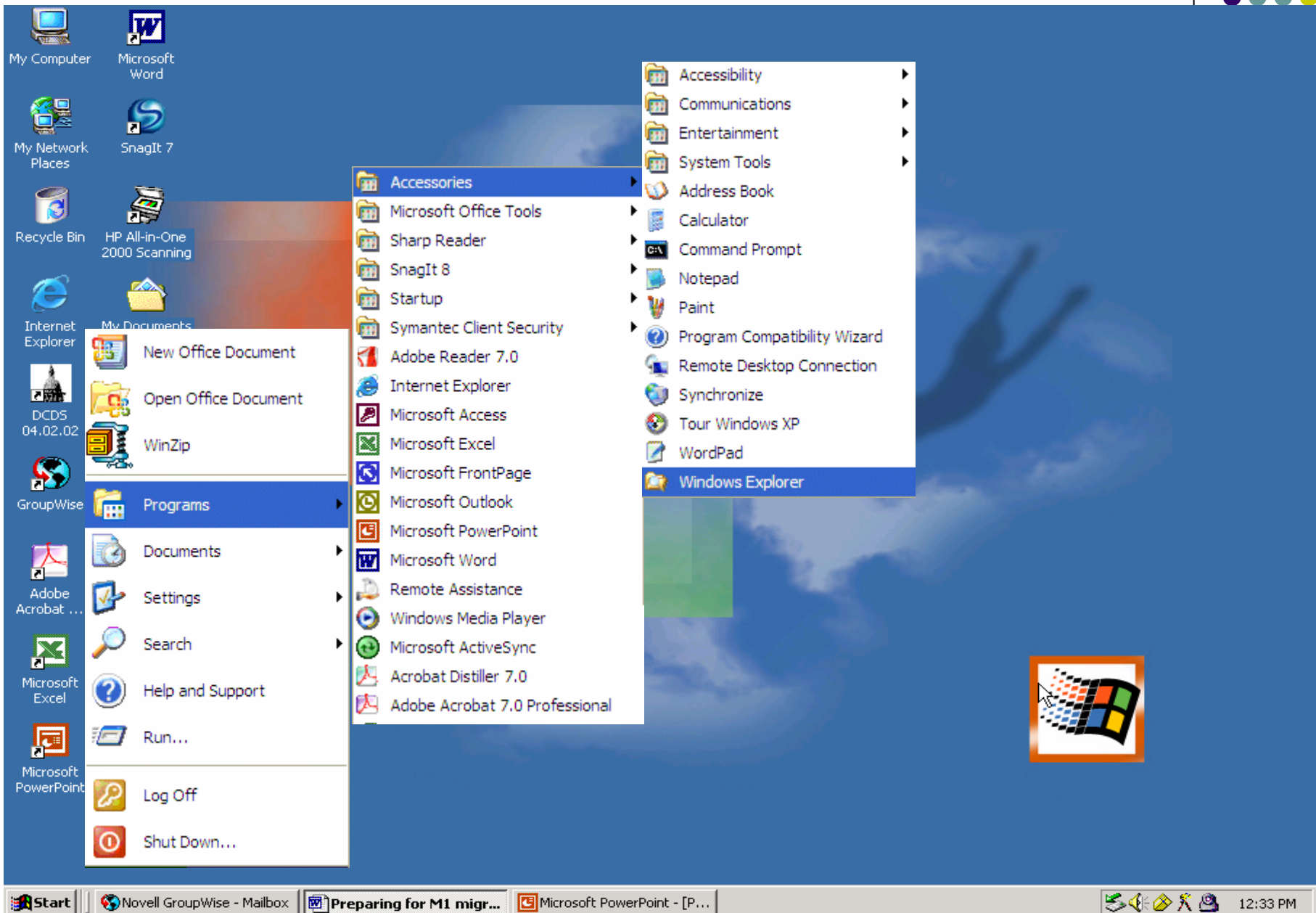
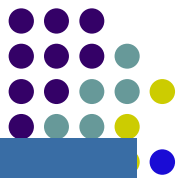
- Transfer files before migration so you don't lose them
- Move files to H: drive
- OR save them to a USB flash drive

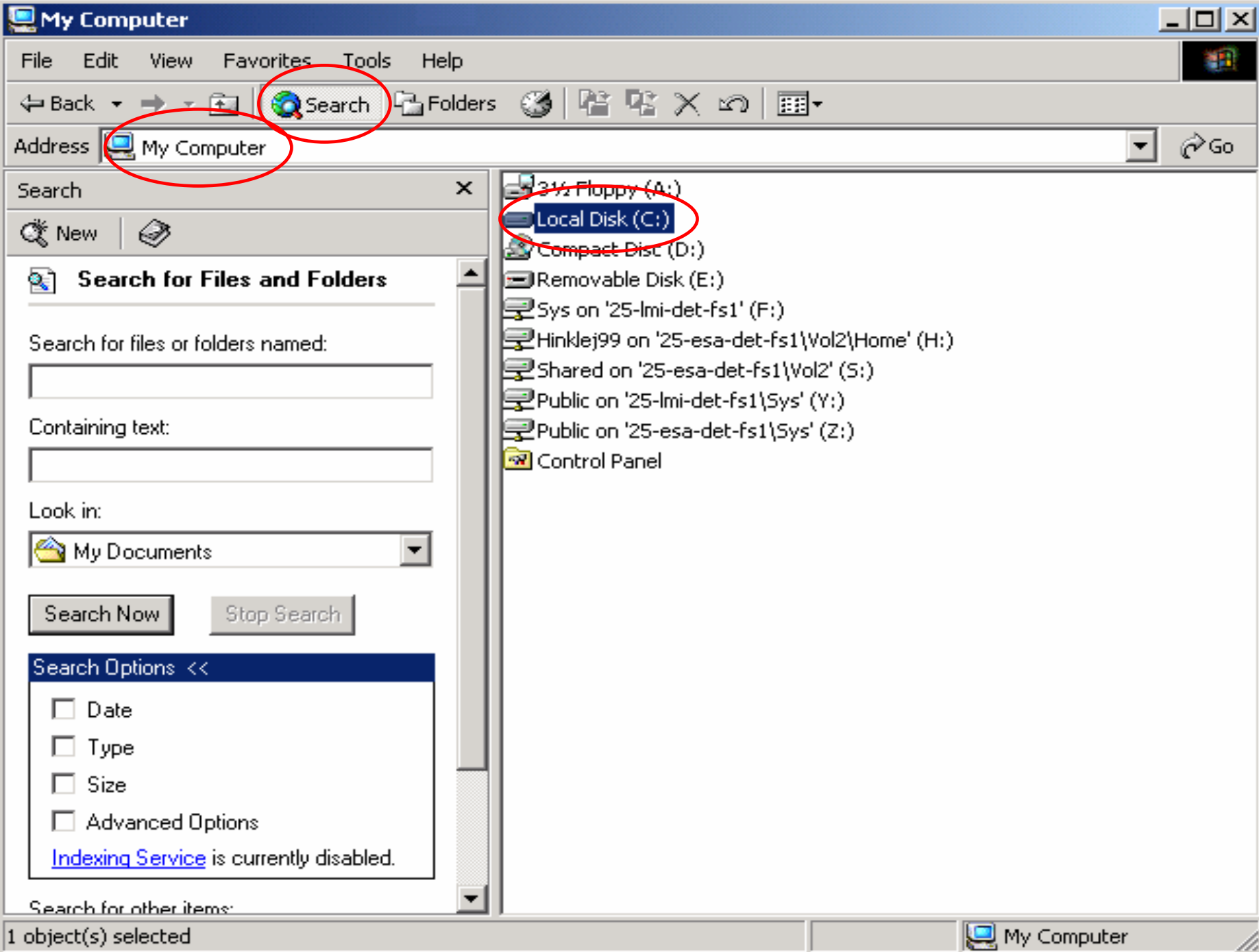


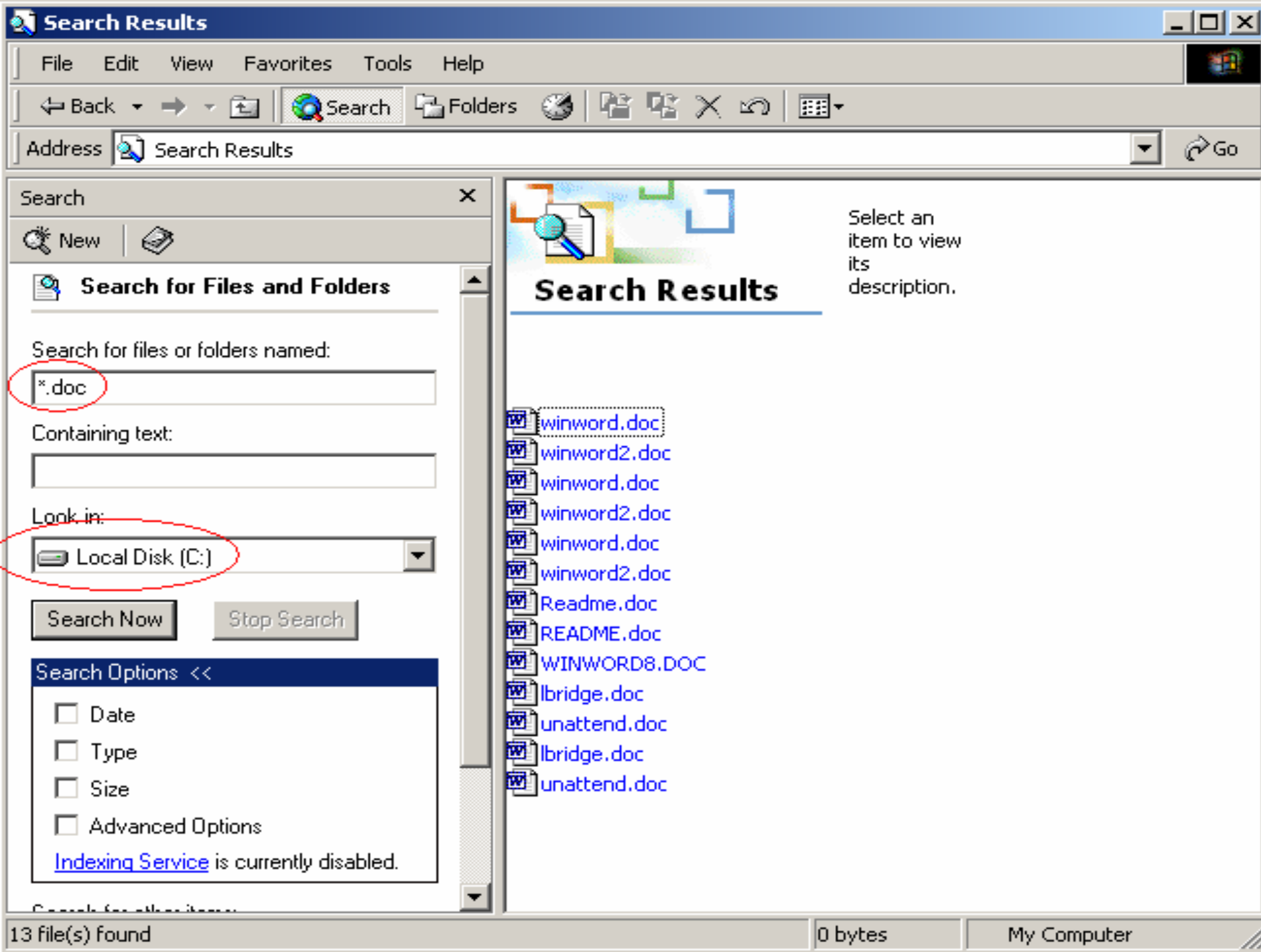
M/1 Migration

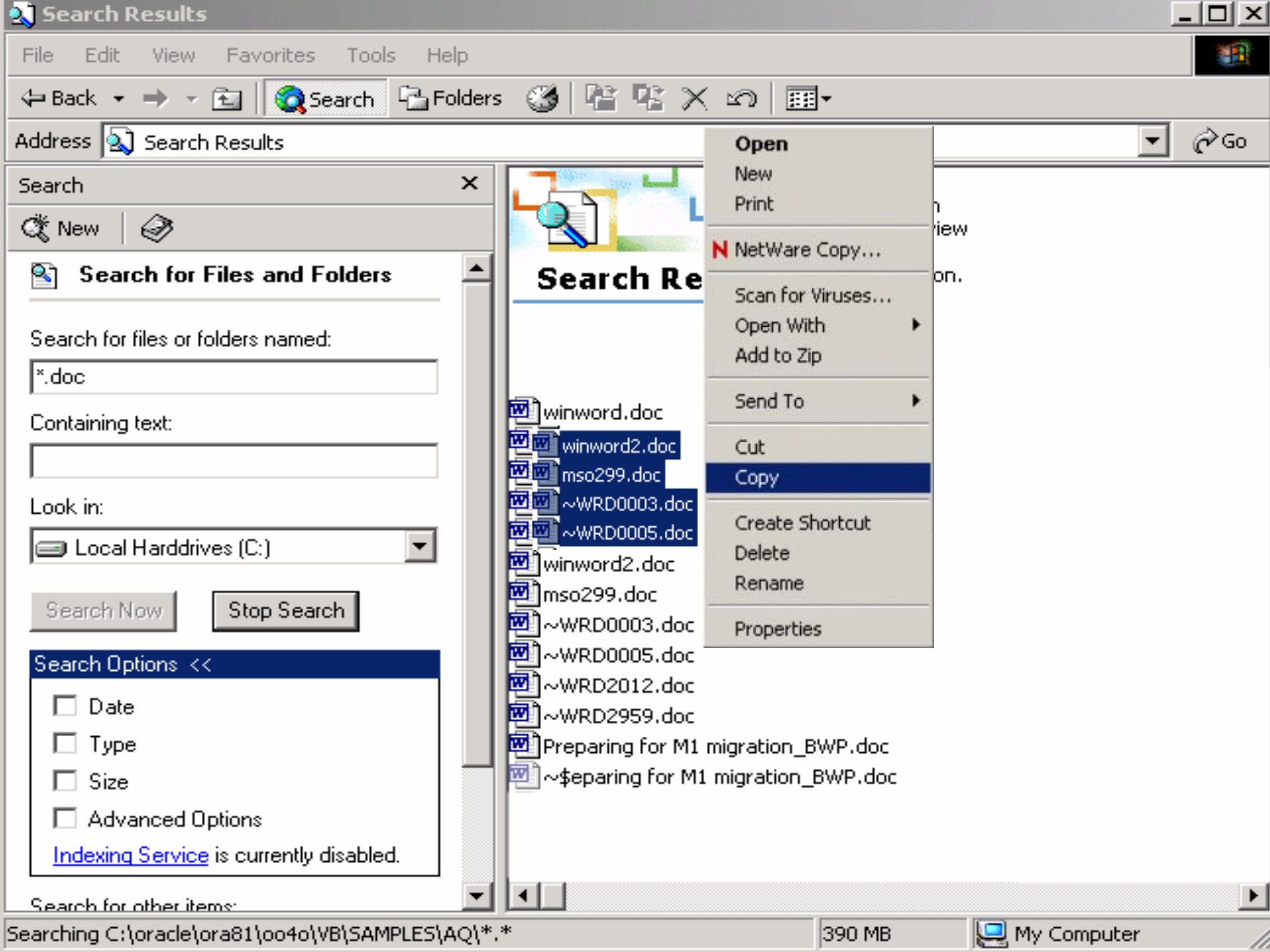
- **Clean up current “H” & “C” drives**
 - To find older data, sort by date
 - Delete files that are old or no longer needed or copy to a cd or dvd, USB flash drive, etc.
- **Create “history” folder on “H” drive (optional)**
- **Do not move non-work related files to the network – especially:**
 - Image files – unless they are work related
 - Music files – unless they are work related

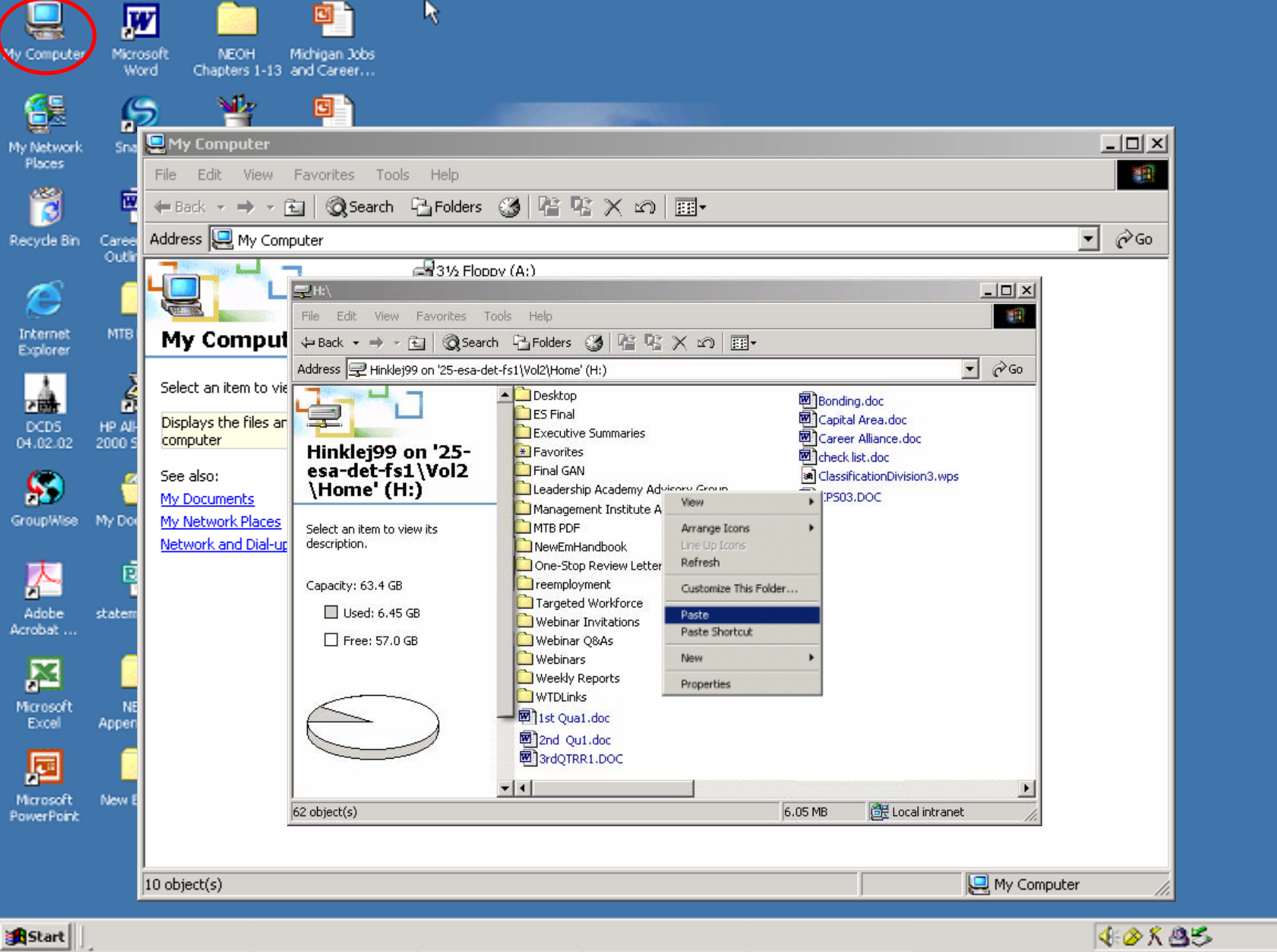
Moving Files to Network Location



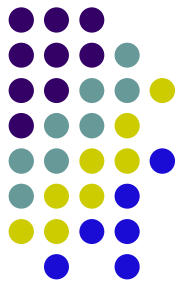








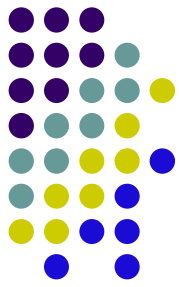
File Types



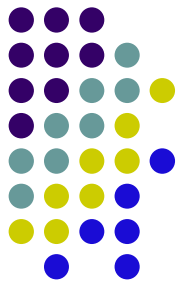
- *.pdf Adobe
- *.db Database
- *.dic Dictionary
- *.dct Dictionary
- *.xl* MS Excel
- *.pst Outlook archive or personal files
- *.bmp Picture
- *.jpg Picture

- *.mmp MS Project
- *.pp* MS PowerPoint
- *.rtf Rich text format
- *.vsd MS Visio
- *.doc MS Word
- *.dot MS Word templates
- *.tif Picture
- *.wp* Word Perfect
- *.zip Zip

**Questions? “Raise your hand”
or type question in chat box.**

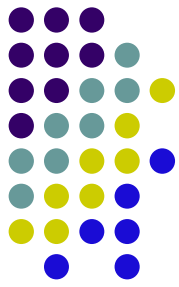


How to Copy Your Desktop



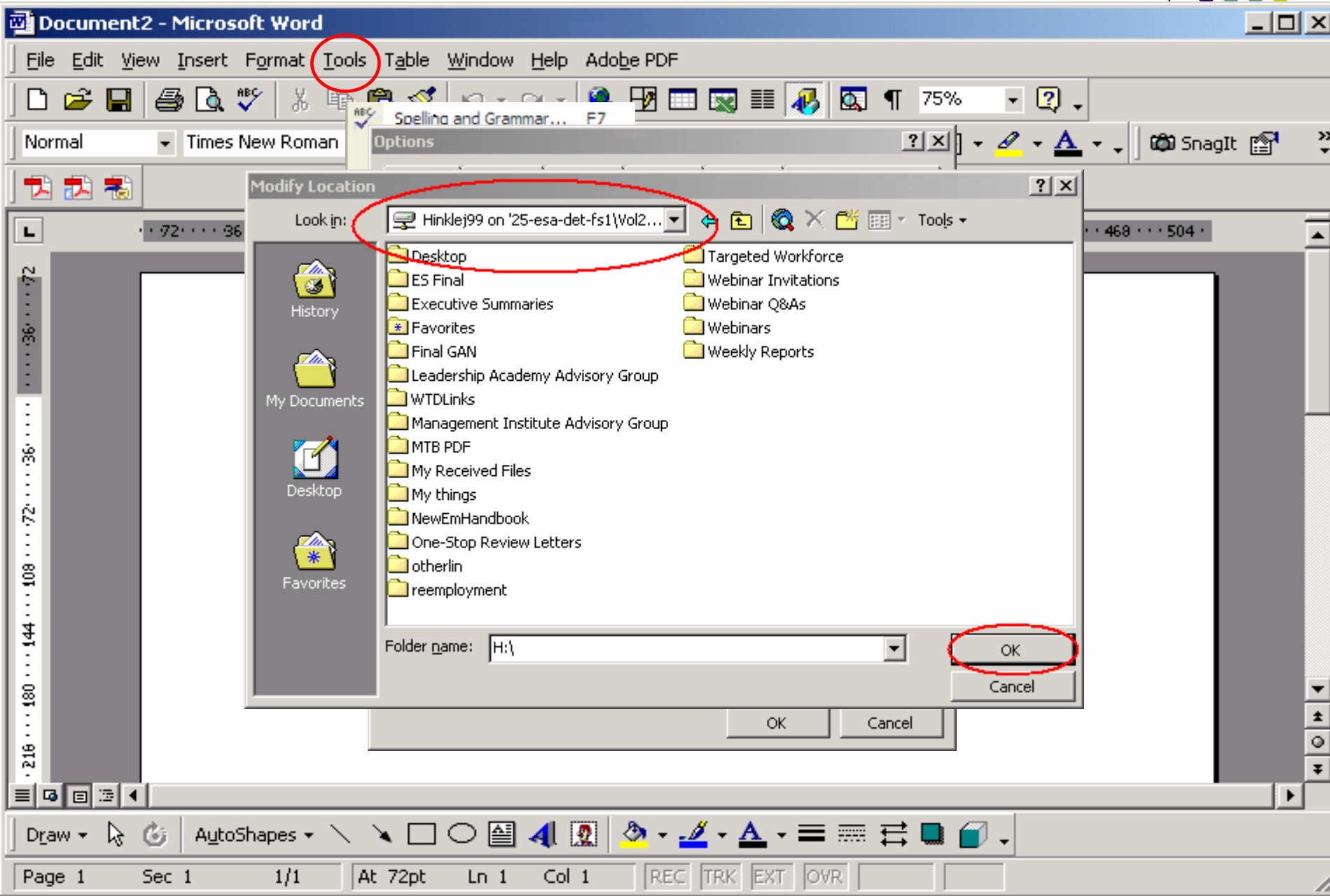
1. Close all applications
2. Hold down the <ctrl> key & <print screen>
3. Open a blank document in MS Word
4. Right click and paste your desktop image on your document.
5. Then print out a copy, and place it next to your PC the night of your migration.

Changing Your Default Location



- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Access
- Microsoft FrontPage

Changing Your Default Location



Saving Your Favorites or Bookmarks



SOM - State of Michigan - Microsoft Internet Explorer

File Edit View Favorites Tools Help

- New
- Open... Ctrl+O
- Edit with Microsoft Word for Windows
- Save Ctrl+S
- Save As...
- Page Setup...
- Print... Ctrl+P
- Print Preview...
- Send
- Import and Export...**
- Properties
- Work Offline
- Close

Favorites Media

Go Links SnagIt

Search Web Upgrade your Toolbar Now! Mail My Yahoo! HotJobs

RSS Podcast Videos Mobile Online Services Directories Help

Visit Governor Granholm

Import/Export Wizard

Welcome to the Import/Export Wizard

The Import/Export wizard allows you to easily import and export information from Internet Explorer like Favorites and Cookies to other applications or a file on your computer.

Click Next to continue or Cancel to exit this wizard.

< Back

Next >

Cancel

Imports and exports your favorites and bookmarks.

Start Novell GroupWise - Mail... Preparing for M1 migrati... Microsoft PowerPoint - [...

SOM - State of Michi...

3:40 PM

Import/Export Wizard

Import/Export Selection

You can select what to import or export.

Choose an action to perform.

- Import Favorites
- Export Favorites**
- Import Cookies
- Export Cookies

Description:
Export favorites to another browser or file.

Import/Export Wizard

Export Favorites Source Folder

Select which folder you want to export from.

- Favorites**
- Media
- Links

Import/Export Wizard

Export Favorites Destination

Select where you would like your favorites

You can export your favorites to another web

☐ Export to an Application

☒ Export to a File or Address

C:\Documents and Settings\hinklej99\My

Address: Hinklej99 on '25-esa-det-fs1\Vol2\Home' (H:)


bookmark.htm

Hinklej99 on '25-esa-det-fs1\Vol2\Home' (H:)

Select an item to view its description.

Capacity: 63.4 GB

- ☐ Used: 6.45 GB
- ☐ Free: 57.0 GB



See also:
[My Documents](#)
[My Network Places](#)
[My Computer](#)

63 object(s) 6.06 MB Local intranet

Next > Cancel

My Computer

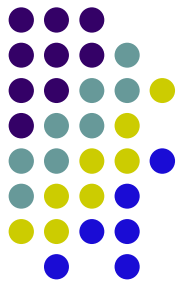
My Network P...

- Sys on '25-esa-det-fs1' (F:)
- Hinklej99 on '25-esa-det-fs1\Vol2\Home' (H:)**
- Shared on '25-esa-det-fs1\Vol2' (G:)
- Public on '25-esa-det-fs1\Sys' (Y:)
- Public on '25-esa-det-fs1\Sys' (Z:)
- My Network Places

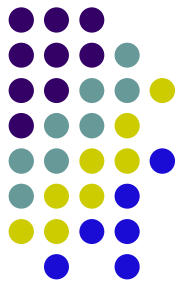
< Back **Next >** Cancel

Save Cancel

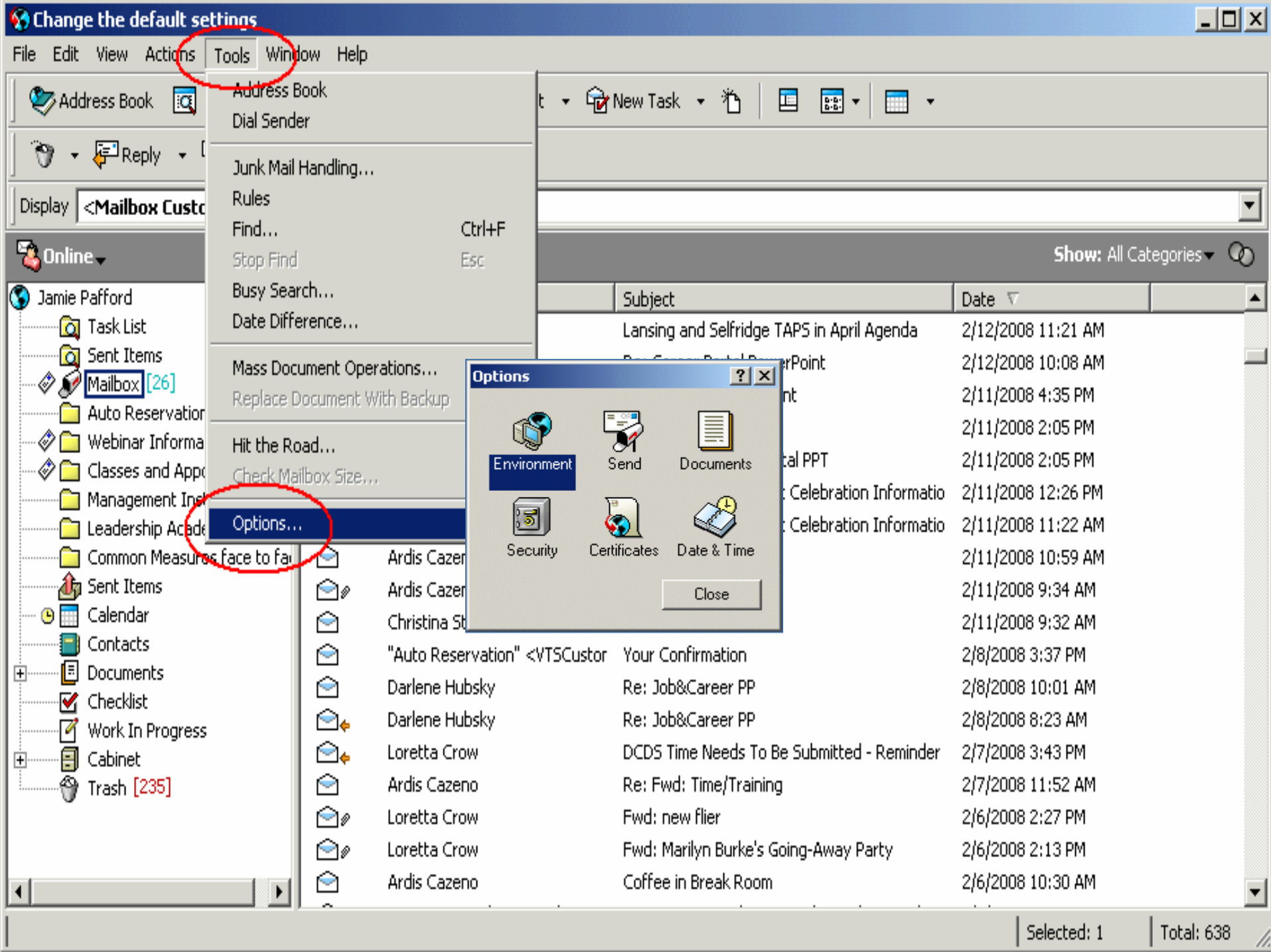
**Questions? “Raise you hand”
or type question in chat box.**



E-mail Archives



If you have not been archiving to the Hard drive (C:) of your PC, you do not have to go through these steps.



Change the default settings

File Edit View Actions **Tools** Window Help

Address Book

Reply

Display <Mailbox Cust

Online

Jamie Pafford

- Task List
- Sent Items
- Mailbox [26]**
- Auto Reservation
- Webinar Informa
- Classes and Appo
- Management Ins
- Leadership Acad
- Common Measures face to fa
- Sent Items
- Calendar
- Contacts
- Documents
- Checklist
- Work In Progress
- Cabinet
- Trash [235]

Tools menu options:

- Address Book
- Dial Sender
- Junk Mail Handling...
- Rules
- Find... Ctrl+F
- Stop Find Esc
- Busy Search...
- Date Difference...
- Mass Document Operations...
- Replace Document With Backup
- Hit the Road...
- Check Mailbox Size...
- Options...**

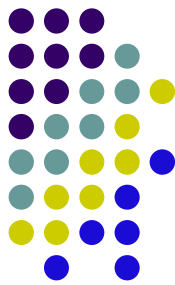
Options

Environment Send Documents

Security Certificates Date & Time

Close

New Task		Show: All Categories	
Subject	Date		
Lansing and Selfridge TAPS in April Agenda	2/12/2008 11:21 AM		
...	2/12/2008 10:08 AM		
...	2/11/2008 4:35 PM		
...	2/11/2008 2:05 PM		
...	2/11/2008 2:05 PM		
... Celebration Informatio	2/11/2008 12:26 PM		
... Celebration Informatio	2/11/2008 11:22 AM		
...	2/11/2008 10:59 AM		
...	2/11/2008 9:34 AM		
...	2/11/2008 9:32 AM		
"Auto Reservation" <VTSCustor	2/8/2008 3:37 PM		
Darlene Hubsky	2/8/2008 10:01 AM		
Darlene Hubsky	2/8/2008 8:23 AM		
Loretta Crow	2/7/2008 3:43 PM		
Ardis Cazeno	2/7/2008 11:52 AM		
Loretta Crow	2/6/2008 2:27 PM		
Loretta Crow	2/6/2008 2:13 PM		
Ardis Cazeno	2/6/2008 10:30 AM		



Environment [?] [X]

General | Views | File Location | Cleanup | Default Actions | Signature

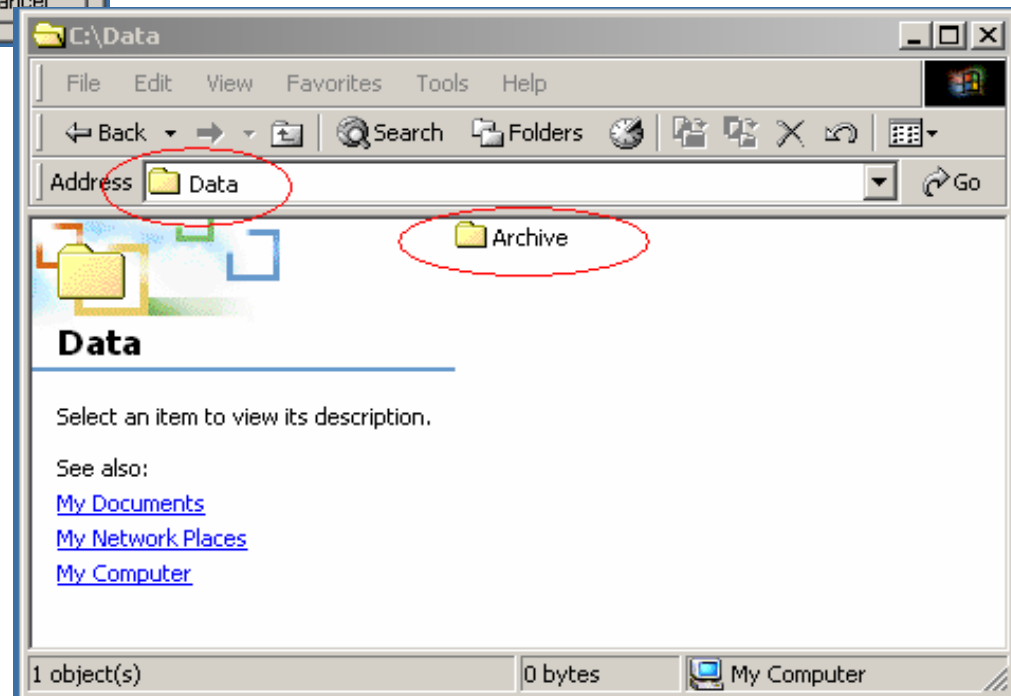
Archive directory:
C:\Data\Archive\

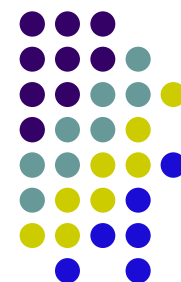
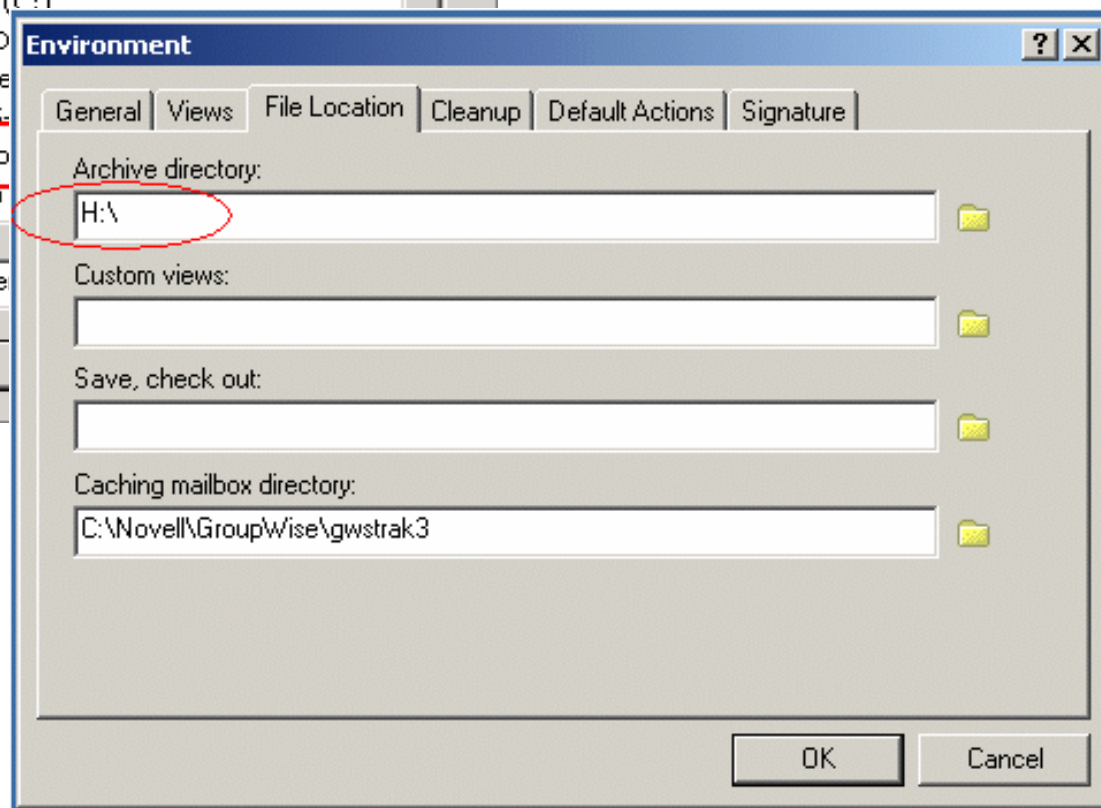
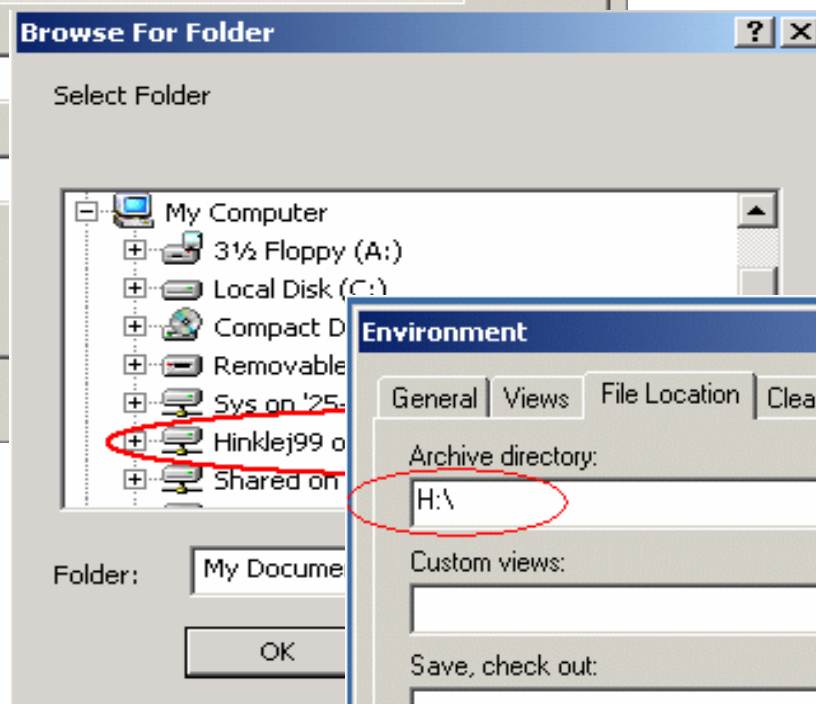
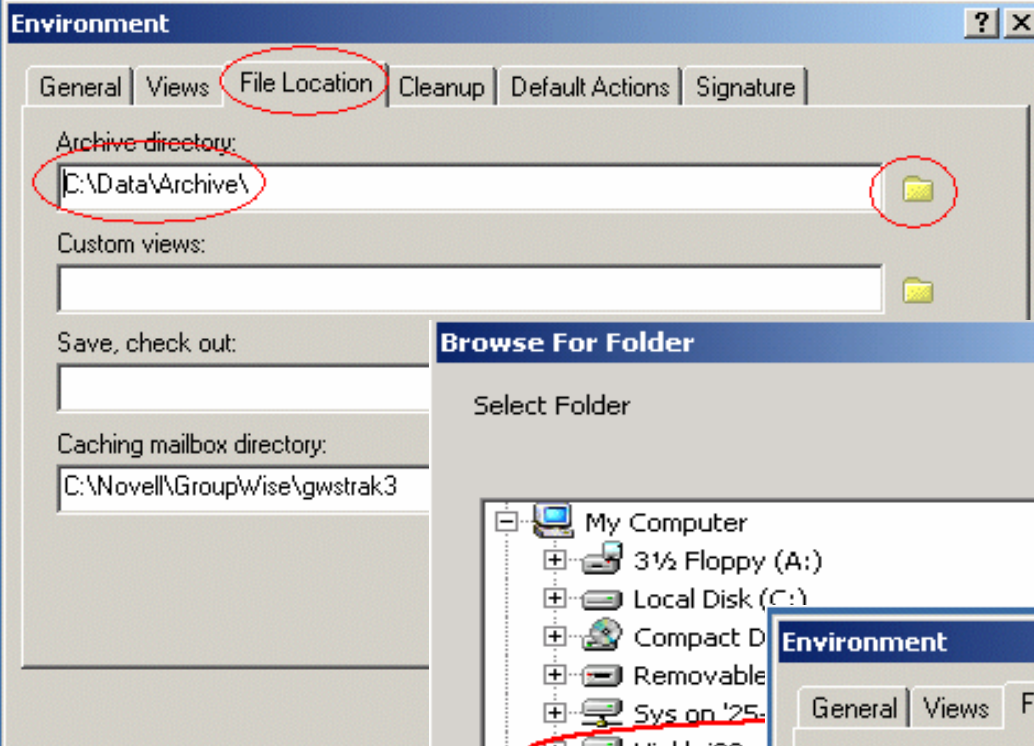
Custom views:
[]

Save, check out:
[]

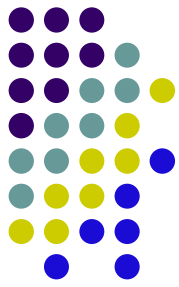
Caching mailbox directory:
C:\Novell\GroupWise\gwstrak3

OK Cancel



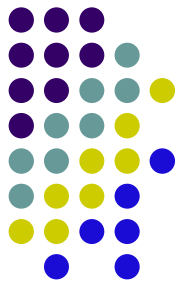


Overview



- Windows XP and Outlook
- Employees will be responsible for moving all work-related files off their computer
- Current GroupWise Email and Appointments will be converted to Outlook when each employee is Migrated to M/1. More information will be given during the Outlook Training Webinar.
- Outlook training:
 - Training webinars on the use of Outlook as an E-Mail System are planned for early in April. More info to follow soon.

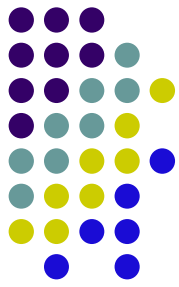
Today's PowerPoint

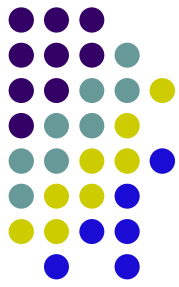


Today's Power Point as well as the notes from today's webinar will be posted soon on the following website:

[Michigan.gov/bwptraining](https://michigan.gov/bwptraining)

**Questions? “Raise your hand”
or type question in chat box.**





Contact Information

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billigj@michigan.gov

Brian Waters - (517) 373-3625

watersb1@michigan.gov

DIT Help Desk 1-800-968-2644

or (517) 241-9700